



CITY of BURLINGTON

OFFICE OF THE ASSESSOR

149 Church Street - Room 17 • Burlington, VT 05401

Tel. (802) 865-7114 • Fax (802) 865-7116

www.burlingtonvt.gov/assessor

Property Value Grievance Application

The Board of Assessor's has developed this application to help the board make a fair decision of your property appraisal value. Property values are based on the property as of April 1 of each year. The value of your property is based on fair market value. The methods to value considered are: the sales comparison approach, the cost approach and the income approach.

According to state statute, VSA 32 § 3481, (1), the assessor's are required to estimate fair market value of your property. Fair market value is defined as "...the price which a property will bring in the market when offered for sale and purchased by another, taking into consideration all the elements of the availability of the property..." One of the components of determining a fair market sale of a comparable property is a transaction in which the property has been placed on the market for a reasonable duration of time and neither party is under duress to sell or to purchase a property.

Property should be appraised at a uniform ratio of fair market value. If property appraised values in Burlington indicate a level of 90% (for example) to similar type real estate sales than the appraised value of your property should have a similar level of appraisal.

The Board of Assessor's will review the accuracy of the data from the property record card. At times errors are found such as; the measurement of the building, number of baths, basement finished area, and other data that may affect the value of your property.

Please take the time to review your property record card. In addition, you should review sales of properties similar to your property. Use the comparable sales grid to help compare your property to other recently sold properties. The Assessor's Office has information on your property and recently sold real estate within Burlington. This information is available for the public to view. If you are providing information regarding sales of comparable properties, please attach copies of the property record cards with the application form.

If your property is a commercial property or an apartment building with four or more units your assessment will be based primarily upon the income approach and we request that you complete an Income & Expense Survey. You may also provide comparable sales if you so choose.

Please fill out the form provided and return it prior to the hearing. It will help us make a fair determination of your property value.

Sincerely, City Assessor

Property Value Grievance Application for the City of Burlington

Tax Year Appeal _____

Please complete this application by legible print or type.

Applicants Name: _____

Applicants Mailing Address: _____

City: _____ State, Zip _____

Phone (Home): _____ Phone (Business): _____

Property Location: _____ **Account # / Parcel ID:** _____

Assessor's Appraised Value: \$ _____ Applicant's Proposed Appraised Value: \$ _____

Residential Property Grid

	Your Property Address	Comparable Sale #1	Comparable Sale #2	Comparable Sale #3
Location/Proximity:				
Date of Sale:				
Sale Price:				
Lot Size:				
Building Size:				
Style:(Cape, Ranch, etc.)				
# of Baths:				
Finished Basement:				
Garage(# Cars,Det/Attach):				
Other:				

Owner's Signature: _____ Print name: _____

Co-Owner's Signature: _____ Print name: _____

Mailing Address: _____

City, State, Zip Code: _____

Phone number: _____

Representative's Signature: _____ Print name: _____

Mailing Address: _____

Phone number: _____

BASIS FOR OPINION:

Please provide a brief statement of why you feel the appraised value is incorrect. Use the area below to outline the basis of your position, and the basis of your proposed appraised value.

Thank you for assisting the Board of Assessors in the appeal process.
Please submit this document and other supporting information to:

The Board of Assessors
Assessors Office
149 Church St City Hall, Room 17
Burlington, VT 05401

If you have questions, the Assessor's Office is open from 8:00 AM to 4:30 PM, Monday – Friday.
Our office phone is 802-865-7114.

Recommendation of the Board of Assessors:**Denied:**☐**Denied with
adjustment:**☐**Post-Hearing Value:****\$****Granted:**☐**Other:**☐**Pre-Hearing Value:****\$****Reasons:**

SIGNED:**CHAIRMAN** _____**MEMBER** _____**MEMBER** _____